



CHRIS CHRISTIE  
Governor

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Lt. Governor

*State of New Jersey*  
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**December 8, 2015**  
**NOTICE OF JOB VACANCY**  
**#15-254**

*Please note: This is a re-post of a previously issued posting. Those who previously applied to #15-105 or #15-194 need not reapply. Applicants must use the current posting number.*

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the minimum job requirements specified below:

**TITLE:** Executive Secretary - Board of Nursing

**SALARY:** \$95,000.00

**LOCATION:** Division of Consumer Affairs  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Deputy Director, Department of Law and Public Safety, Division of Consumer Affairs, and of the Members of the Board, as applicable, the Executive Secretary directs the operations of the Board or Unit and administers all Board or Unit business; prepares agendas, including all relevant materials, for monthly meetings of the Board or Unit, as well as for Board or Unit committee and subcommittee meetings and prepares minutes of those meetings; coordinates and schedules formal and informal hearings; administers, oversees or coordinates testing of candidates for licensure; oversees the application process for licensure and issues licenses to qualified individuals; manages the staff of the Board or Unit; responds to written, electronic or telephone inquiries and complaints; collects data (statistical and financial) and prepares reports required and/or requested by the Department, Division, Board, other State Agencies or other stakeholders; maintains all Board or Unit records and files, including licensing and examination files, rules and regulations, continuing education material, and all legal resource material; executes Board or Unit decisions and policies as required.

**REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a degree in Nursing.

**EXPERIENCE:** Must be a Registered Nurse of this State with at least five (5) years of experience in teaching or administration or both in an accredited school of professional Nursing, or have equivalent qualifications as determined by the Board.

**NOTE:** Must be a Citizen of the United States.

**LICENSE:** Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

**If you possess the required experience and education and are interested in the above position, please send a letter (including job vacancy #15-254) and current resume before the closing date of December 22, 2015 to:**

*Recruitment Coordinator  
Office of the Attorney General  
P.O. Box 081  
Trenton, NJ 08625-0085*

[LPS.Humanresources@lps.state.nj.us](mailto:LPS.Humanresources@lps.state.nj.us)

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

